



DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

OAAUSN Policy 12410.1
AAUSN/SHHRO

SEP 04 2009

OAAUSN POLICY MEMORANDUM 12410.1

From: Assistant for Administration, Under Secretary of the Navy

Subj: OFFICE OF THE ASSISTANT FOR ADMINISTRATION, UNDER
SECRETARY OF THE NAVY (OAAUSN) CAREER DEVELOPMENT PROGRAM

Ref: (a) Department of the Navy Civilian Human Resources
Manual, Subchapter 410, Civilian Employee Training
and Career Development
(b) Department of the Navy National Security Personnel
System Pay Administration Interim Guidance,
Section 9, DON Interns and Trainees Under NSPS, of
07 Nov 07
(c) OAAUSN Policy 12410.2, OAAUSN Individual Development
Plans of 14 Jul 09

Encl: (1) OAAUSN Career Development Program Mentoring Contract
Template
(2) OAAUSN Career Development Program Participant
Proficiency Assessment Guide
(3) OAAUSN Career Development Program Compensation
Progression Model

1. Purpose. To implement the Office of the Assistant for
Administration, Under Secretary of the Navy (OAAUSN) Career
Development Program (CDP) and define associated responsibilities
and processes.

2. Background

a. The OAAUSN provides a wide variety of, and sometimes
unique, set of services and oversight functions to Echelon 1
customers in the Department of the Navy (DON) and Secretary of
the Navy (SECNAV) claimancy.

b. The unique manner in which these services must be
delivered requires a cadre of entry to mid-level specific skills
not readily available in the federal or commercial sector. To

meet its requirements, the OAAUSN must attract talented professionals in entry-level and mid-level positions, and train those individuals in a rigorous, structured manner until they are capable of successfully working without significant supervision at the full performance level.

c. An effective career development program that allows professionals to realize pay increases commensurate with their acquisition of skills and experience is one means of maintaining the highest level of professional competence and performance in the OAAUSN. By developing these individuals, the OAAUSN will create a continuous source of the highest caliber of candidates to fill key organizational positions. Progression from entry-level to full performance in an OAAUSN career development path may take 24 to 36 months or longer. CDP participants may be permanently assigned to a developmental position or participants may be interns who typically rotate through different functions before a permanent functional assignment in OAAUSN.

d. Federal civilian workforce personnel systems provide a wide range of compensation options based on the value of the work to be performed under a position description (PD) and the level of experience and expertise of the incumbent. The OAAUSN CDP will ensure personnel are properly trained as they progress in their career and are eligible for pay increases and promotion to the full performance level.

3. Scope. The CDP is one component of the OAAUSN's overall career development program strategy targeting developmental employees who have not yet reached the full performance level. This includes those in developmental positions with a permanent functional assignment, and interns who typically rotate through various functional areas prior to a permanent functional assignment.

4. Cancellations. None.

5. Policies and Procedures. The OAAUSN CDP complies with the provisions of reference (a). Pay for participants in the OAAUSN CDP will be established and adjusted in accordance with the provisions of reference (b).

a. Program Responsibilities

(1) The Deputy AAUSN serves as the chairperson of the OAAUSN Career Development Program Review Board (CDP RB) and makes the final decision on positions to be included in the CDP

Program and recommendations made by the CDP RB for candidate rotational assignments, and eligibility to graduate to the full performance level. The CDP RB members will be appointed by the Deputy AAUSN from among the members of the OAAUSN Leadership Team.

(2) The Director, Secretariat/Headquarters Human Resources Office (S/HHRO), shall:

(a) Manage the CDP and update this directive as necessary.

(b) Appoint a CDP coordinator to assist with the management of the OAAUSN CDP.

(c) Review the CDP Program at least annually to ensure it continues to meet the needs of the OAAUSN organization and CDP participants.

(d) Serve as the supervisor of record for OAAUSN interns throughout their rotations.

(3) The CDP Coordinator will:

(a) Assist the Director, S/HHRO in the management of the CDP.

(b) Ensure that plans, training, reviews and assessments are completed and documented.

(c) Provide assistance to participants, mentors, supervisors, and the CDP RB as needed.

(4) OAAUSN Division Directors or their designees shall:

(a) Serve as the supervisor of record for CDP participants assigned permanently to developmental positions in their organization, and serve as rotational supervisors for those interns who are on a rotational assignment in their organization.

(b) Request CDP RB endorsement of participant rotational assignments, pay increases, and graduation and promotion from the CDP.

(c) Serve a mentor or assist CDP participants in selecting a mentor.

(d) Provide challenging developmental assignments for CDP participants.

(5) The CDP RB shall review requests from supervisors and make recommendations to the Deputy AAUSN for approval/disapproval.

(6) Rotational Assignment (RA) supervisors will:

(a) Conduct an initial orientation for assigned CDP participants to ensure an understanding of expectations during the rotation. This includes work assignments, due dates, training requirements, self assessments, and the RA supervisor's performance appraisal input to the supervisor of record, the Director, S/HHRO. The orientation will specifically address the Division/Office missions and work schedules.

(b) Provide and oversee performance of assignments that meet the development objectives of the CDP and the specific needs of the CDP participants.

(c) Provide the Director, S/HHRO, written input regarding performance during the rotational assignment.

(d) Complete mandatory training as required for participation as a RA supervisor.

(7) CDP participants shall take an active role in formulating and managing their programmatic requirements.

(8) Mentors shall be assigned to each CDP participant. Mentors shall complete a Mentoring Contract, (enclosure (1)). The mentor/protégé relationship is one of the most important elements of a successful career. Coupled with the interaction between the participant and supervisor, the collaboration of the mentor and the supervisor can be essential to the appropriate development of the participant. In collaboration with the supervisor, the mentor will provide guidance in assessing career goals and developing the CDP participant's Individual Development Plan (IDP). With assistance from the mentor, the Director, S/HHRO will help the interns arrange meaningful rotational assignments.

b. Competencies. Because civilian mid-level management positions are critical to long-term OAAUSN organizational effectiveness, and because they are managerially and technically demanding, CDP participants, mentors, supervisors, CDP RB

members, and other involved personnel must determine the competencies needed and ensure the CDP participants achieve these competencies. In addition to the technical requirements of any specific position, each CDP participant shall demonstrate proficiency in the following general competencies prior to promotion to the full performance level and graduation from the CDP:

- (1) Written and Oral Communication
- (2) Customer Service
- (3) Organizational Awareness
- (4) Business Case Analysis
- (5) Systems Thinking and Problem Solving
- (6) Self-Management
- (7) Team Building/Teamwork
- (8) Emotional Intelligence

c. OAAUSN Career Paths. Within six months of graduation, each CDP participant who does not have a permanent functional assignment will be assigned an OAAUSN career path designation. All CDP participants must demonstrate proficiency in the relevant functional areas identified as appropriate for that career path and the OAAUSN workforce at large. OAAUSN career paths represent the major functions and services provided by the OAAUSN as follows:

Functional Career Path	Path Manager
Financial Management	Director, Financial Management Division
Information Technology	Director, IT Operations Office Director IT Development Office
Human Capital Management	Director, Secretariat/Headquarters Human Resources Office
Customer Service Integration	Director, Customer Service Integration Office
Facilities and Support Services	Director, Facilities and Support Services Division
General Administrative Support	Director, Administrator Office

d. Upon entry into the CDP, each participant and the participant's supervisor will complete the OAAUSN Proficiency Assessment (enclosure (2)). This assessment will serve as a guide in preparing an IDP, identifying rotational assignments if applicable, and assessing the participant's successful progress in and completion of the CDP.

e. Individual Development Plan

(1) Each CDP participant, whether permanently assigned to a developmental position or an intern who typically rotates through various functions, will follow a unique plan of development based on the participant's interests and the OAAUSN needs. An Individual Development Plan (IDP) will be prepared based on the developmental needs identified by the participant and the participant's supervisor and mentor. The IDP may consist of rotational assignments and formal training and education as needed to provide both developmental experiences and the necessary knowledge and skills to prepare the participant for the target position, once identified. Evaluations of participants will be based on their demonstrated achievement in all aspects of their overall IDP, including formulation and implementation of the IDP, performance in rotational assignments, formal development, and personal initiatives. Reference (c) contains OAAUSN policies and processes for establishing the IDP.

(2) Participants will receive challenging assignments with significant responsibilities offering opportunities for participants to demonstrate their capabilities. Rotational assignments will be based on the participant's background, developmental needs, organizational needs and career goals.

(3) OAAUSN senior leaders may request a CDP participant to fill a position or perform a function on a short-term basis. Throughout their participation in the CDP, every participant will be considered as a resource of the OAAUSN and, as such, should expect to receive special tasks and assignments. Participants will also be required to remain current on defense-related issues and provide feedback on the CDP.

(4) Concurrent with job assignments, participants will complete independent study, government-sponsored classes and courses, seminars, and/or specially developed courses tailored to augment their work experiences. CDP participants are also eligible to participate in university-level education programs

for which they must secure CDP RB approval in addition to approval by their mentor and supervisor.

(5) IDPs will be reviewed annually by the CDP RB and updated as necessary to reflect changes in goals and availability of courses and funding.

f. Performance Planning and Evaluations

(1) In addition to semi-annual progress reviews based on their start date in the CDP, all CDP participants will participate in the annual performance cycle. During the indoctrination period and annually thereafter, all CDP participants will develop performance objectives in consort with their supervisor.

(2) CDP participant performance planning shall include, but not be limited to, the following objectives, tailored as necessary:

(a) Developmental Achievement. Leverage opportunities to develop overall business competencies. Complete training rotational assignments as identified in the IDP. Complete specific work assignments. Each CDP participant's performance plan shall include three projects to enhance individual skills, demonstrate application of relevant training, and fulfill career goals. Contributing Factor: Technical Proficiency.

(b) Organizational Awareness. Demonstrate understanding of the Department of Defense (DoD), DON, Secretariat organizations, OAAUSN's customers, and military ranks and insignia. Contributing Factor: Customer Focus.

(c) Cooperation and Teamwork. Participate in at least one project or business improvement initiative that requires coordination and experience in more than one OAAUSN Division or functional area. Contributing Factor: Cooperation and Teamwork.

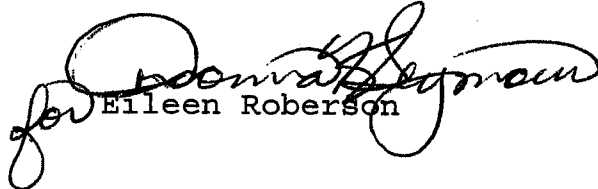
g. Compensation Progression. In accordance with reference (b), NSPS allows for flexible compensation progression methodologies through use of Accelerated Compensation for Developmental Positions (ACDP) pay increases to effectively reward CDP participants. The CDP supervisor and the CDP RB shall utilize the CDP Progression Model, (enclosure (3)), as a guide for mapping progress reviews of CDP participants. The CDP

RB will review overall participant performance at six-month intervals following the CDP participant's entry into the CDP, and prior to the participant's graduation/promotion to full performance level from the CDP Program, and may recommend appropriate pay increases to the Deputy AAUSN for approval.

h. ACDP Eligibility. YA-01 employees are eligible for ACDP pay increases. In accordance with reference (b), YA-02 employees are not eligible for ACDP pay increases.

i. Graduation and Placement. Supervisors will submit requests to the CDP RB to certify the CDP participant's readiness for graduation, including the recommended permanent assignment of the CDP participant, if applicable and the recommended promotion salary increase into the full performance YA-2 pay band. The CDP RB will review requests and recommend approval/disapproval to the Deputy AAUSN. As much as possible, recommended assignments will balance the needs of the OAAUSN and the career desires of the CDP participant.

6. Action. This policy is effective immediately.


for Eileen Roberson

CDP Participant Progress Report

CDP Participant:	Review Period (dates):
Division/Office:	Rotation Supervisor:
Supervisor:	

[illegible]

CDP Participant Progress Report

CDP Participant

Date

Supervisor

Date

CDP Participant Progress Report (*Continuation Sheet*)

CDP Participant:		Review Period (dates):	
Division/Office:		Rotation Supervisor:	
Supervisor:			

Title	Due Date	Date Completed	Comments

<u>CDP Participant</u>	<u>Date</u>
<u>Supervisor</u>	<u>Date</u>

OAAUSN CAREER DEVELOPMENT PROGRAM PARTICIPANT PROFICIENCY ASSESSMENT GUIDE

This guide provides general behavioral descriptions that identify a proficiency level in Business, Professional and Personal competencies. This should be completed at the end of each rotation.

Proficiency Level	Behavioral Description
NA - Not Applicable	<ul style="list-style-type: none"> Employee is not required to apply or demonstrate this competency; this competency is not applicable to the position.
ND - Not Demonstrated	<ul style="list-style-type: none"> Employee has not demonstrated this competency and likely has not had related training or experience.
A - Awareness	<ul style="list-style-type: none"> Applies the competency in routine situations. Requires close and extensive guidance. Demonstrates awareness of concepts and processes.
B - Basic	<ul style="list-style-type: none"> Applies the competency in somewhat difficult situations. Requires frequent guidance. Demonstrates familiarity with concepts and processes.
I - Intermediate	<ul style="list-style-type: none"> Applies the competency in difficult situations. Requires occasional guidance. Demonstrates understanding of concepts and processes.
AD - Advanced	<ul style="list-style-type: none"> Applies the competency in considerably difficult situations. Generally requires little or no guidance. Demonstrates broad understanding of concepts and processes.
M - Master – Recognized Thought Leader	<ul style="list-style-type: none"> Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others. Demonstrates comprehensive, expert understanding of concepts and processes.

N/A - Not Applicable
 ND - Not Demonstrated
 A - Awareness
 B - Basic
 I - Intermediate
 AD - Advanced
 M - Master

CDP Participant: _____	Rotation Dates: _____ to _____		Division: _____		
BUSINESS MANAGEMENT COMPETENCIES		Participant Assessment Proficiency	Supv Assessment Proficiency	Date	Verifying Initials
Customer Service - Conducts business in the way that continually focuses on the needs of the customer. Designs systems, processes and services to produce quality responses to customer needs.					
Organizational Awareness - Understands the vision, mission, functions, resources, business strategies, and constraints of the organization and operates effectively within this context. Understands the contributions of division personnel to the goals and performance objectives of the organization. Understands the roles and responsibilities of line and staff components of the organization.					
Business Case Analyst - Takes a business case performance approach. Expresses complete business case in quantitative and qualitative (e.g. cost needs) terms to substantiate proposed program, change solution, etc.					
Comments/Developmental Requirements:					
PROFESSIONAL COMPETENCIES					
Communication - Expresses ideas, facts, and information in a clear and organized manner, without bias or distortion; both orally and in writing. Listens for understanding; attends to nonverbal cues; responds appropriately. Communicates to individuals or groups in a style, tone, and level of detail appropriate to the audience and the occasion. Through persuasive communication, influences others to act as needed to support division/AU/USN requirements.					
Consulting - Research requests and needs of clients. Proactively stay up to date and informed of state of the art practices in the field to bring to bear. Know the customer needs; anticipate needs and trends. Work with clients to define true root cause of presenting problem. Sell and deliver realistic, viable, and suitable solutions and/or services. Establish and maintain regular communication with clients to keep them abreast of developments and changes that may have an impact or may be value added. Research and define the level and type of impact of situations, consequences, actions or changes on client workforce/organization.					
Holistic (Systems) Thinking - Readily considers organizations, entities and individuals in problem solving and decision making. Avoids looking at the parts without considering the whole.					
Problem Solving - Analyzes and solves work problems in an effective and timely manner. Applies structured problem-solving methods to define problems, determine specific causes and generate appropriate solutions and alternatives. Identifies and collects pertinent information and input from others. Determines accuracy and relevance of information. Conducts research and analysis to ensure an understanding of the issues and desired mission outcomes prior to proposing solutions. Proposes solutions that integrate various AU/USN areas rather than providing piecemeal advice as issues arise.					
Self-Management (Workload) - Prioritizes and schedules personal work activities to efficiently manage time and accomplish multiple tasks simultaneously. Is self-motivated and assumes responsibility for work and work products. Sets career goals and actively develops competencies needed to achieve goals.					

- N/A - Not Applicable
 ND - Not Demonstrated
 A - Awareness
 B - Basic
 I - Intermediate
 AD - Advanced
 M - Master

PROFESSIONAL COMPETENCIES (continued)				
	Participant Assessment Proficiency	Supv Assessment Proficiency	Date	Verifying Initials
Team Building/Teamwork - Works cooperatively with other team members to achieve goals. Contributes to group solutions through constructive feedback, ideas, and suggestions. Facilitates the open exchange of ideas and information among team members. Fosters shared leadership, builds trust among team members, and creates commitment to team goals.				
Comments/Developmental Recommendations:				
PERSONAL COMPETENCIES (ATTRIBUTES)				
Emotional Intelligence (Ambiguity) - Demonstrates flexibility and adaptability by being open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Effectively deals with pressure and ambiguity.				
Emotional Intelligence (Proactive) - Has self confidence by demonstrating self reliance and trust in own ability to succeed. Is achievement driven and is self-motivated. Has initiative and is a self-starter. Uses own strengths and abilities to take or lead action.				
Comments/Developmental Recommendations:				

- N/A - Not Applicable
- ND - Not Demonstrated
- A - Awareness
- B - Basic
- I - Intermediate
- AD - Advanced
- M - Master

N/A -	Not Applicable
ND -	Not Demonstrated
A -	Awareness
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I -	Intermediate
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INDIVIDUAL DEVELOPMENT PLAN

1. EMPLOYEE NAME

2. POSITION TITLE, PAY PLAN, SERIES,
GRADE/PAY BAND

3. ORGANIZATION:

4. PERFORMANCE CYCLE DATES:

5. IDP Establishment & Review Dates

5a. Date Established:

5b. Interim Review Date:

5c. Final Review Date:

Emp/Supv Initials:

Emp/Supv Initials:

Emp/Supv Initials:

6. DON & AAUSN Mandatory & Required Training. Attach Certificates of Completed Training for record purposes. See Page 4 for training resources.

- ☐ Information Assurance (IA)
- ☐ Prevention of Sexual Harassment (POSH)
- ☐ No Fear Act/Notification and Federal Employee Antidiscrimination and Retaliation Act
- ☐ Records Management
- ☐ Personally Identifiable Info

7. DEVELOPMENTAL OBJECTIVES

a. CURRENT POSITION: Knowledges and skills that will increase ability to achieve current performance objectives

b. PROFESSIONAL DEVELOPMENT: Personal and professional career development objectives

TRAINING PLAN

CURRENT PERFORMANCE:

Courses, Assignments, Activities	Details (Where, when, cost, etc)	Accomplishment

PERSONAL & PROFESSIONAL DEVELOPMENT:

Courses, Assignments, Activities	Details (Where, when, cost, etc)	Accomplishment

INSTRUCTIONS

Page 1

Block 1 – Self-explanatory

Block 2 – Insert position title (block 7 of SF-50*), Pay Plan (block 8 of SF 50), Series or Occupational Code (block 9 of SF 50), Grade/Level (block 10 of SF 50). * SF 50 (Notification of Personnel Action) may be obtained from activity Administrative staff or servicing Human Resources Office.

Block 3 – e.g., OPTI, SHHRO, FMD, etc.

Block 4 – Dates of current performance cycle: 1 Oct YY – 30 Sep YY

Block 5 – Self-explanatory

Block 6 – Insert mandatory and required training for organization and position. For record purposes, attach certificates of training.

Block 7a – Provide brief statement of the knowledges and skills you need to increase your job ability to perform your performance objectives (e.g. Introduction to Position Classification, Advanced Excel, detail with customer organization, time management, etc).

Block 7b - Provide brief statement of your professional developmental objectives/goals (e.g.- develop managerial skills and knowledge of organizational effectiveness to improve processes).

Page 2

Training Plans

Activities - List the training and activities that will help meet the performance and professional development objectives.

Details - Identify the specifics for the developmental activities, including identification of costs.

Accomplishments – Record whether or not the activity was completed, or progress towards completion. Indicate whether the activity met the intended purpose.

GENERAL MANDATORY CIVILIAN TRAINING

All Employees

DoD Information Assurance Awareness Training	Annually	Web-based via Navy Knowledge Online (NKO) at www.nko.navy.mil
No Fear Act/Notification and Federal Employee Antidiscrimination and Retaliation Act	Every 2 years	Web-based via S/HHRO website at www.hq.navy.mil/shro/eo/eohtm.htm
Prevention of Sexual Harassment (POSH)	Annually	Web-based via S/HHRO website at www.hq.navy.mil/shro/eo/eohtm.htm
Records Management	Annually	Web-based via Navy Knowledge Online (NKO) www.nko.navy.mil

1. Position Information

Position Title: _____ Position #: _____

Pay Schedule, Series, Pay Band: _____

Organization: _____

UIC: _____ Organization Code: _____

2. Equivalent GS Pay Rate Range Determination

USE BASE PAY GS SALARY SCALE. DO NOT USE LOCALITY RATE PAY SCALES.

GS Salary Scale available at: <http://www.opm.gov/oca/10tables/indexGS.asp>

a. GS Position Equivalent: Title: _____

Series: _____ Grade: _____

b. BASE Pay Rate Range Step 1 \$ _____ Step 10 \$ _____

NSPS Pay Scales: <http://www.cpmc.osd.mil/nsps/paytables.html>

3. Candidate Information:

Name: _____

Status: (Check One)

☐ New Hire - 1st civilian appointment or reappointment to Federal Service

☐ Current Federal Employee - DOD NSPS Pay Schedule, Series, Pay Band: _____

☐ Current Federal Employee - DOD GS Pay Plan, Series, Grade: _____
Convert to NSPS Equivalent: _____

☐ Current Federal Employee - DOD DEMO Demo Project Name: _____
Pay Plan, Series, Grade: _____
Convert to NSPS Equivalent: _____

☐ Current Federal Employee - Non DOD GS Pay Plan, Series, Grade: _____
Convert to NSPS Equivalent: _____

☐ Current Fed Employee - Non DOD DEMO Demo Project Name: _____
Pay Plan, Series, Grade: _____
Convert to NSPS Equivalent: _____

4. Nature of Action Determination: (Check One)	
<input type="checkbox"/> New Hire	Self - Explanatory
<input type="checkbox"/> Promotion	Position to be filled is in higher pay band than current NSPS or converted equivalent position. Higher pay band is a pay band designated to be a higher level of work than the employee's currently assigned pay band.
<input type="checkbox"/> Reassignment	Position to be filled is in the same or comparable pay band as the current NSPS or converted equivalent position.
<input type="checkbox"/> Accelerated Compensation for Development Positions (ACDP)	Increase to base salary for employees participating in predefined DON developmental programs in pay band 1 of ACPD eligible career groups and pay schedules.
<input type="checkbox"/> Reduction in Pay Band	Position to be filled is in a lower pay band. Do not use this form to document pay setting recommendation/approvals for reductions in pay bands. Contact HRO for assistance.
5. Pay Setting Determination/Recommendation:	
<input type="checkbox"/> New Hire <input type="checkbox"/> Justification attached. Required for all new hires.	Set pay between GS equivalent minimum and maximum. Salary should not exceed the GS-equivalent maximum rate. a. GS Equivalent minimum: \$ _____ (from 2b above) b. GS-Equivalent min. + 30%: \$ _____ c. Selectee's current salary: \$ _____ d. Recommended Pay: (1) Increase % _____ (2) BASE Pay \$ _____ (3) LMS: \$ _____ 24.22% Wash. DC metro LMS. For additional LMS rates, visit: http://www.opm.gov/oca/compmemo/2009/2010PAY_Attach2.pdf (4) Total: \$ _____
<input type="checkbox"/> Promotion <input type="checkbox"/> Justification attached. Required for all increases over 6%.	Increase current salary by 6-12%. Increase should not exceed the GS equivalent maximum rate. Activity head may approve increase of up to 20% with justification. . a. GS Equivalent minimum: \$ _____ (from 2b above) b. GS-Equivalent maximum: \$ _____ c. Selectee's current salary: \$ _____ d. Recommended Pay: (1) Increase % _____ (2) BASE Pay \$ _____ (3) LMS: \$ _____ 24.22% Wash. DC metro LMS. For additional LMS rates, visit: http://www.opm.gov/oca/compmemo/2009/2010PAY_Attach2.pdf (4) Total: \$ <u>0.00</u>

<input type="checkbox"/> Reassignment <input type="checkbox"/> Justification attached. Required for any recommended salary increase. <input type="checkbox"/> Voluntary <input type="checkbox"/> Mgmt Directed	Between 0% and 5%, not to exceed the GS equivalent maximum. a. GS-Equivalent maximum: \$ _____ (from 2b above) b. Selectee's current salary: \$ _____ c. Recommended Pay: (1) Increase % _____ (2) BASE Pay: \$ _____ (3) LMS: \$ _____ 24.22% Wash. DC metro LMS. For additional LMS rates, visit: http://www.opm.gov/oca/compmemo/2009/2010PAY_Attach2.pdf (4) Total: \$0.00
<input type="checkbox"/> Accelerated Compensation for Development Positions (ACDP) <input type="checkbox"/> Justification attached. Required for recommended salary increase.	Between 6% to 20%, not to exceed the GS-equivalent maximum rate, and/or the top of the employee's assigned pay band. a. GS-Equivalent maximum: \$ _____ (from 2b above) b. Selectee's current salary: \$ _____ c. Recommended Pay: (1) Increase % _____ (2) BASE Pay: \$ _____ (3) LMS: \$ _____ 24.22% Wash. DC metro LMS. For additional LMS rates, visit: http://www.opm.gov/oca/compmemo/2009/2010PAY_Attach2.pdf (4) Total: \$0.00
6. <u>Justification</u>	Criteria for Justifications: See AAUSN/DON/DOD Interim guidance and the Managing Compensation under NSPS Guide for more information, all of which are available at: http://www.donhq.navy.mil/shbrn/website-NSPS/Website/CompPay.htm
<input type="checkbox"/> New Hire	Factors include but are not limited to: - Criticality of skills - Degree of difficulty to fill vacancy - Degree of directly related work experience vs that of peers - Breadth of skills vs that of peers - Current pay level - Other salary offers
<input type="checkbox"/> Promotions	Factors include but are not limited to: - Nature of position - Employee's directly related experience and qualifications for the position - Employee's current salary - Relationship to salaries of similiary qualified employees

<input type="checkbox"/> Reassignments	<p>Pay increases should meet the following criteria:</p> <ul style="list-style-type: none"> - Position or major duties are different from employee's current position or major duties - Position is critical to the organization's mission - Position is hard-to-fill based on previous recruitment efforts - Employee is well-qualified for the position and possesses critical skills needed by the organization 										
<input type="checkbox"/> Accelerated Compensation for Development Positions (ACDP)	<p>Pay increases should meet the following criteria:</p> <ul style="list-style-type: none"> - Employee is participating in predefined DON developmental programs in pay band 1 of ACDP eligible career groups and pay schedules - Employee has achieved an overall summary rating of level 3 or higher in the achievement of specified training requirements, competencies and completion of scheduled rotational assignments; - If no rating of record is available, the employee must be under an approved performance plan for at least 90 days and the employee's supervisor must determine that the employee is performing at least at the Level 3. 										
<p><u>Comparison of candidate's salary/experience with internal employees in same or similar positions:</u></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 50%;">INTERNAL</th> <th style="text-align: left; width: 50%;">CANDIDATE</th> </tr> </thead> <tbody> <tr> <td>a. Average Total Salary: \$ _____</td> <td>a. Proposed Total Salary: \$ _____</td> </tr> <tr> <td>b. Number of Incumbents: _____</td> <td>b. Years of Relevant Experience: _____</td> </tr> <tr> <td>c. Highest Total Salary: \$ _____</td> <td></td> </tr> <tr> <td>d. Avg. Years in Position: _____</td> <td></td> </tr> </tbody> </table>		INTERNAL	CANDIDATE	a. Average Total Salary: \$ _____	a. Proposed Total Salary: \$ _____	b. Number of Incumbents: _____	b. Years of Relevant Experience: _____	c. Highest Total Salary: \$ _____		d. Avg. Years in Position: _____	
INTERNAL	CANDIDATE										
a. Average Total Salary: \$ _____	a. Proposed Total Salary: \$ _____										
b. Number of Incumbents: _____	b. Years of Relevant Experience: _____										
c. Highest Total Salary: \$ _____											
d. Avg. Years in Position: _____											
<p><u>Justification: Attach supporting documentation as required</u></p>											

7. Recommendations, Reviews and Approvals

Do not use this form to document recommendations for review and approval of reductions in pay bands. Contact HRO for assistance.

HRO review required for:

- New Hire Salary recommendations above step 1 + 30%
- Promotions above 6%
- All reassignment pay increases

a. Recommending Official:

Title: _____

Name: _____

Signature: _____

Date: _____

b. Activity Budget Office:

Title: _____

Name: _____

Signature: _____

Date: _____

c. HRO (if required):

Title: _____

Name: _____

Signature: _____

Date: _____

d. Activity Head/Designee approval:

Title: _____

Name: _____

Signature: _____

Date: _____

OAAUSN CDP Progress Review Model

AUSN Intern Program

24 Months:

